

Saudi Labor Law Training: HR Compliance, Qiwa & Employment Regulations

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Course Overview:

Saudi Labor Law & HR Compliance is a practical one-week Saudi Labor Law Training program designed to help HR professionals, managers, compliance teams, and business leaders translate Saudi employment legislation into accurate day-to-day HR practices. The course reflects the updated Saudi Labour Law framework, including the recent Saudi Labor Law Amendments, revised employment requirements, employee protections, and employer obligations that shape Saudi Labor Law 2026. The amendments address areas including probation, resignation procedures, maternity leave, overtime arrangements, non-Saudi employment contracts, disciplinary procedures, localization, and termination.

Participants examine the complete employment lifecycle, from recruitment and the Saudi Employment Contract through Saudi Probation Period requirements, working hours, Saudi Employee Leave Entitlements, disciplinary action, resignation, Saudi Labor Law Termination, and Saudi End of Service Benefits. The program also connects employment law with operational Saudi HR Compliance Training, including Qiwa HR Compliance, Qiwa Employment Contracts, Saudi Payroll Compliance, the Wage Protection System Saudi Arabia, Saudization Compliance, and relevant Nitaqat considerations. The uploaded HR compliance guide specifically emphasizes reconciling Qiwa employment information, payroll records, and wage data as part of modern digital HR compliance.

For further practical insight into current regulatory developments, participants can refer to the CPD article, **Saudi Labour Law 2026: Comprehensive HR Compliance Guide**, which provides additional context on employment contracts, Qiwa compliance, working hours, leave, payroll, Saudization, and end-of-service obligations.

The course focuses on practical interpretation, risk prevention, documentation, policy alignment, and legally informed HR decision-making rather than purely theoretical legal study.

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Target Audience:

- HR Directors and Heads of Human Resources
- HR Managers and HR Business Partners
- HR Operations Managers
- Employee Relations Managers
- Personnel Managers and Officers
- HR Compliance Managers and Officers
- Legal and Compliance Professionals
- Payroll Managers and Payroll Specialists
- Compensation and Benefits Professionals
- Recruitment and Talent Acquisition Managers
- Saudization and Localization Managers
- Administration Managers
- Department Heads and Line Managers
- Business Owners and General Managers
- Professionals responsible for employment contracts, workforce administration, and employee relations

Targeted Organizational Departments:

- Human Resources
- HR Operations
- Legal & Compliance
- Payroll & Compensation
- Employee Relations
- Recruitment & Talent Acquisition
- Localization / Saudization
- Operations & Administration

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Targeted Industries:

- Government-linked and private-sector organizations
- Banking, Financial Services, and Insurance
- Oil, Gas, Petrochemicals, and Energy
- Construction, Engineering, and Infrastructure
- Manufacturing and Industrial Operations
- Retail, FMCG, and Consumer Services
- Hospitality, Tourism, and Entertainment
- Healthcare and Pharmaceutical Organizations
- Telecommunications and Technology
- Logistics, Transportation, and Supply Chain
- Real Estate and Facilities Management
- Professional and Business Services
- Education and Training Organizations
- International companies operating in Saudi Arabia
- Organizations employing both Saudi and non-Saudi workforces

Course Offerings:

By the end of this course, participants will be able to:

- Interpret the major provisions and recent Saudi Labor Law Amendments affecting employers and employees.
- Apply Saudi Labor Law 2026 requirements across the complete employee lifecycle.
- Draft, review, and administer a compliant Saudi Employment Contract.
- Manage Qiwa Employment Contracts and identify discrepancies affecting Qiwa HR Compliance.
- Apply legally compliant Saudi Probation Period requirements and contract renewal procedures.
- Manage working hours, overtime, rest periods, holidays, and Saudi Employee Leave Entitlements.
- Apply Saudi Payroll Compliance requirements and understand the role of the Wage Protection System Saudi Arabia.
- Recognize HR responsibilities related to Saudization Compliance and Nitaqat requirements.
- Apply appropriate Saudi Disciplinary Procedures for employee misconduct.
- Manage resignation, notice, dismissal, and Saudi Labor Law Termination consistently.
- Distinguish termination with cause from other contract-ending circumstances.
- Calculate and review Saudi End of Service Benefits using applicable service and wage principles.
- Identify employment-law risks before disciplinary or termination decisions are finalized.
- Align HR policies, contracts, payroll records, employee files, and digital HR records with Saudi employment requirements.
- Establish practical internal HR compliance controls and documentation procedures.

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Training Methodology:

The course uses an applied corporate learning approach that connects Saudi Employment Law Training with realistic HR decisions rather than presenting the legislation only article by article. Facilitated discussions introduce the relevant provisions of the Saudi Labour Law before participants analyze how those requirements affect employment contracts, payroll, employee relations, localization, and separation processes.

Case studies are used throughout the program to examine situations involving Saudi Probation Period, contract renewal, leave, overtime, disciplinary action, resignation, and Saudi Labor Law Termination. Participants work through realistic scenarios to determine the correct documentation, decision sequence, potential compliance risk, and appropriate HR response.

Group activities focus on reviewing sample Saudi Employment Contract clauses, identifying Qiwa HR Compliance issues, reconciling payroll and employment information, and examining Wage Protection System Saudi Arabia considerations. Participants also discuss Saudization Compliance and Nitaqat-related workforce implications while distinguishing statutory requirements from company policy.

Practical calculation examples support understanding of wages, overtime, deductions, and Saudi End of Service Benefits. Scenario-based discussions on Saudi Disciplinary Procedures develop participants' ability to document misconduct and apply procedural safeguards.

Daily reflection sessions consolidate learning and allow participants to connect Saudi Labor Law and HR Compliance Training requirements directly to their own organizational practices. Feedback is provided throughout to correct interpretation and strengthen practical application.

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Course Toolbox:

- Updated Saudi Labour Law reference materials
- Saudi Labor Law amendments reference guide
- Saudi Labor Law 2026 HR compliance reference notes
- Employment lifecycle compliance checklist
- Saudi Employment Contract review checklist
- Qiwa Employment Contracts compliance checklist
- Qiwa HR Compliance review framework
- Probation period compliance checklist
- Employee leave entitlement reference guide
- Working hours and overtime reference table
- Saudi Payroll Compliance checklist
- Wage Protection System compliance examples
- Saudization Compliance and Nitaqat reference examples
- Disciplinary procedure process map
- Employee misconduct documentation examples
- Termination and resignation decision checklist
- End-of-service benefit calculation examples
- HR compliance audit checklist
- Sample employment scenarios and case studies
- HR policy review checklist

Note: Any platforms, calculators, software, or compliance systems discussed during the course are introduced through demonstrations, examples, screenshots, or practical insights where relevant. Access to or licenses for such tools are not provided as part of the training.

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Course Agenda:

Day 1: Saudi Labor Law 2026 and Employment Contract Compliance

- **Topic 1:** Saudi Labor Law Framework, Scope, and Employer Responsibilities
- **Topic 2:** Key Saudi Labor Law Amendments and Their HR Impact
- **Topic 3:** Employer and Employee Rights and Obligations
- **Topic 4:** Saudi Employment Contract Requirements and Mandatory Employment Terms
- **Topic 5:** Fixed-Term, Indefinite, and Non-Saudi Employment Contracts
- **Topic 6:** Qiwa Employment Contracts, Documentation, and HR Compliance
- **Reflection & Review:** Reviewing key Saudi Labor Law 2026 requirements and identifying employment contract compliance risks

Day 2: Working Conditions, Payroll, WPS and Employee Entitlements

- **Topic 1:** Saudi Probation Period Requirements and HR Administration
- **Topic 2:** Working Hours, Rest Periods, Ramadan Hours, and Overtime
- **Topic 3:** Annual Leave and Saudi Employee Leave Entitlements
- **Topic 4:** Maternity, Paternity, Sick, Bereavement, and Special Leave
- **Topic 5:** Saudi Payroll Compliance, Wage Payments, and Permitted Deductions
- **Topic 6:** Wage Protection System Saudi Arabia and Payroll Record Alignment
- **Reflection & Review:** Reviewing employee entitlements, wage compliance, and common payroll risks

Day 3: Saudization, Nitaqat and HR Compliance Management

- **Topic 1:** Saudization Compliance and Employer Localization Responsibilities
- **Topic 2:** Understanding Nitaqat and Workforce Localization Controls
- **Topic 3:** Recruitment Compliance for Saudi and Non-Saudi Employees
- **Topic 4:** Work Permits, Employment Status, and Non-Saudi Employee Requirements
- **Topic 5:** HR Records, Policies, Internal Regulations, and Documentation Compliance
- **Topic 6:** Building an Effective Saudi HR Compliance Monitoring Process
- **Reflection & Review:** Reviewing localization, employment documentation, and HR compliance control gaps

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Day 4: Employee Relations and Saudi Disciplinary Procedures

- **Topic 1:** Employer and Employee Duties in the Workplace
- **Topic 2:** Employee Misconduct and Legally Permitted Disciplinary Measures
- **Topic 3:** Investigation, Employee Questioning, and Documentation Requirements
- **Topic 4:** Written Warnings, Penalties, and Disciplinary Decision Controls
- **Topic 5:** Employee Grievances, Objections, and Escalation Procedures
- **Topic 6:** Managing Employee Relations Risks and Preventing Labor Disputes
- **Reflection & Review:** Applying Saudi Disciplinary Procedures to realistic employee misconduct scenarios

Day 5: Termination, Resignation and End-of-Service Compliance

- **Topic 1:** Lawful Grounds for Saudi Labor Law Termination
- **Topic 2:** Termination With Cause and Procedural Requirements
- **Topic 3:** Notice Periods, Resignation, and Contract Separation Procedures
- **Topic 4:** Wrongful Termination Risk, Compensation, and HR Documentation
- **Topic 5:** Saudi End of Service Benefits and Final Settlement Principles
- **Topic 6:** Integrating Contracts, Qiwa, Payroll, Employee Relations, and HR Compliance
- **Reflection & Review:** Reviewing complete employee separation scenarios from termination decision through final settlement

FAQ:

What specific qualifications or prerequisites are needed for participants before enrolling in the course?

No specific legal qualification is required. The course is suitable for HR professionals, managers, payroll personnel, compliance professionals, administrators, and other employees responsible for workforce management in Saudi Arabia. Previous exposure to HR policies, employee relations, employment contracts, payroll, or Saudi workplace practices is helpful but not mandatory.

How long is each day's session, and is there a total number of hours required for the entire course?

Each day's session is generally structured to last around 4-5 hours, with breaks and interactive activities included. The total course duration spans one week, approximately 20-25 hours of instruction.

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What are the most important Saudi Labor Law changes HR teams should understand when managing employees?

HR teams should pay particular attention to changes affecting employment contracts, the Saudi Probation Period, resignation procedures, maternity and other leave entitlements, overtime compensation options, disciplinary notifications, employee grievances, localization-related compliance, and non-Saudi employment arrangements. Effective Saudi HR Compliance Training should connect these legal requirements with contracts, payroll, Qiwa records, HR policies, employee relations, and termination processes rather than treating each requirement independently.

How This Course is Different from Other Saudi Labor Law Training Courses:

Saudi Labor Law & HR Compliance goes beyond explaining legislation and focuses on what HR professionals must actually do before, during, and after employment decisions. Instead of treating Saudi Labor Law Training as a purely legal subject, the course connects the law directly with Qiwa HR Compliance, Qiwa Employment Contracts, employee documentation, Saudi Payroll Compliance, the Wage Protection System Saudi Arabia, Saudization Compliance, disciplinary procedures, and workforce separation.

The course follows the employee lifecycle from recruitment and the Saudi Employment Contract through probation, working conditions, Saudi Employee Leave Entitlements, payroll, employee relations, resignation, Saudi Labor Law Termination, and Saudi End of Service Benefits. This creates a practical compliance framework that HR teams can apply across daily operations.

Particular attention is given to the recent Saudi Labor Law Amendments, including the 180-day probation framework, updated non-Saudi contract provisions, resignation procedures, maternity leave changes, overtime alternatives, disciplinary notification requirements, and localization implications.

The program also emphasizes consistency between HR decisions and supporting documentation. Participants learn to identify compliance gaps before they become employee disputes, payroll issues, contract inconsistencies, or termination risks. This makes the course especially suitable for organizations seeking operational Saudi Labor Law and HR Compliance Training, rather than a general introduction to employment law.

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